



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
HEADQUARTERS, 19TH THEATER SUPPORT COMMAND  
UNIT #15015  
APO AP 96218-5015

EANC-CG

31 JAN 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter # 1 – Command Policy and Authority to Sign “FOR THE COMMANDER”

1. REFERENCES: AR 25-50, 03 June 2002
2. PURPOSE. To establish the policy for signature authority and policy letters within Headquarters, 19<sup>th</sup> Theater Support Command.
3. APPLICABILITY. This policy applies to all staff sections within Headquarters, 19<sup>th</sup> TSC.
4. GENERAL POLICY.

a. Signature Authority.

(1) Command authority is established under the provisions of AR 25-50, Chapter 6. On that basis, only the individual so designated on orders may sign as the Commander or Acting Commander of the 19<sup>th</sup> TSC.

(2) Authority to sign “FOR THE COMMANDER” is specifically and exclusively delegated to the Chief of Staff for routine correspondence to include staffing coordination and responses to congressional inquiries and similar documents.

(3) Staff principles may sign routine staff to staff correspondence over their own signature blocks as long as they do not intend to establish a “command” position, particularly a non-concurrence to a higher headquarters.

b. Policy Letters.

(1) All policy letters, SOPs, and regulations that are intended to carry punitive enforcement will be approved through the Chief of Staff but signed by the Commander, 19<sup>th</sup> TSC.

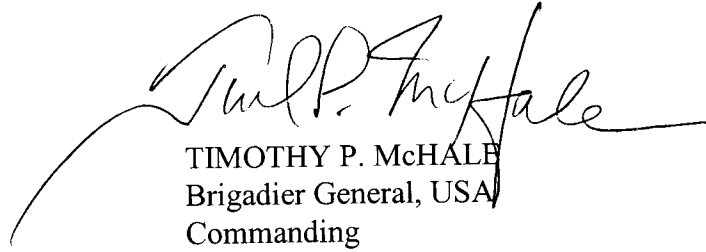
(2) Documents that establish standard operating procedures should be published in Internal SOPs or regulations vice random individual memorandums.

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(3) Policy letters and regulatory supplements should be considered only when existing Army or higher headquarters policy/regulations are inadequate or where policy from higher headquarters requires subordinate commands to publish similar specific guidance.

5. The point of contact is the Secretary of the General Staff at 768-7315.



TIMOTHY P. McHALE  
Brigadier General, USA  
Commanding

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